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GUS-0060  
Copy No. 5

noted  
R.W.K.

13 January 1959

MEMORANDUM FOR: Contracting Officer, IPD-DD/P

THROUGH : Deputy Director, IPD-DD/P

SUBJECT : Approvals Procedure for IPS Projects

REFERENCES : Memorandum for DD/P, dated 9 January 1959 (GUS-0060)  
Memorandum for Deputy Director IPD-DD/P, dated 12 January  
1959, same subject, from DD/P (IPD-0134-59)

1. The reference and its attachments (GUS-0060) reached me after I had completed my draft memorandum to the Director of approvals procedures. Undoubtedly some modification in my memorandum for the Director will be required to take account of the papers you have now prepared. My comments on the latter are as follows:

2. I like your name for the program documents which you call "Program Approval". I note that the form of Program Approval proposed by you is very similar to the form of Procurement Request. The main question raised in my mind by your memorandum is whether we should have two different documents, one a Program Approval and the other a Program Request, or alternatively should have a single form. I am inclined to leave this to you but I do wish to stick to the provision in my draft memorandum that programs in excess of \$100,000 will require DCI approval whereas smaller programs will not.

3. The two financial documents, the Funding Analysis and the Summary of Programming and Obligations seem to me well defined. If, however, you intend the latter of these to be a standard form it should be so drawn up. As you have typed up Tab C to GUS-0060 the title of the document itself contains a reference to the program in question (which is described as "Follow-On Program") and it refers to this by description rather than by project name. My other suggestion with respect to the financial document is that it may be possible to combine the Funding Analysis and the Summary of Programming and Obligations in a single form.

ILLEGIB 4. I am returning herewith your memorandum and the attachments thereto for reconsideration by you in light of the above and in conjunction with the draft memorandum for the Director.

*3/14/59*  
RICHARD M. RISCHELL, JR.  
DD/P